

JESAP Committee Meeting
Thursday, September 24, 2015, 2:00 PM
Quorum Court Room, Third Floor Admin Building

Fund 1000, Dept. 0113 Accounting and Human Resources

1. **Accounting Manager** (No grade change recommended)
2. **Payroll Coordinator** (No grade change recommended)
3. **Coordinator of Training and Development** (No grade change recommended)
4. **Database Coordinator** (New Job Description – Recommending a grade 9)
5. **Human Resources Specialist** (Updated Job Description – Recommending an increase in grade from 6 to 7)

Fund 1000, Dept. 0115 Information Technology

1. **IT Support Specialist** (~~deleting the extra certification requirement – name change only~~)
2. **Systems Analyst** (Updated Job Description, recommending an increase in grade from 15 to 16)
3. **Network Analyst** (New position, recommending a grade of 16)
4. **Programmer** (Updated Job Description, recommending an increase from a grade 16 to 17)

Fund 1000, Dept. 0400 Sheriff's Office

1. **Warrants/Records Secretary** (Updated Job Description, recommending an increase in grade from 5 to 6)
2. **Staff Assistant – Property Evidence** (New Job Description, recommending a grade of 6)

Fund 1000, Dept. 0416 Prosecuting Attorney's Office

1. **Office Manager – Administration** (Updated Job Description, recommending an increase in grade from 11 to 12)
2. **Staff Assistant – Judicial Collections** (Updated Job Description, recommending an increase in grade from 5 to 6)
3. **Prosecuting Attorney Clerk** (New Job Description, recommending a grade of 5)

Fund 1000, Dept. 0502 Fire Services

1. **Assistant Director of Fire Services** (New Position, recommending a grade of 14)

Title Change Only

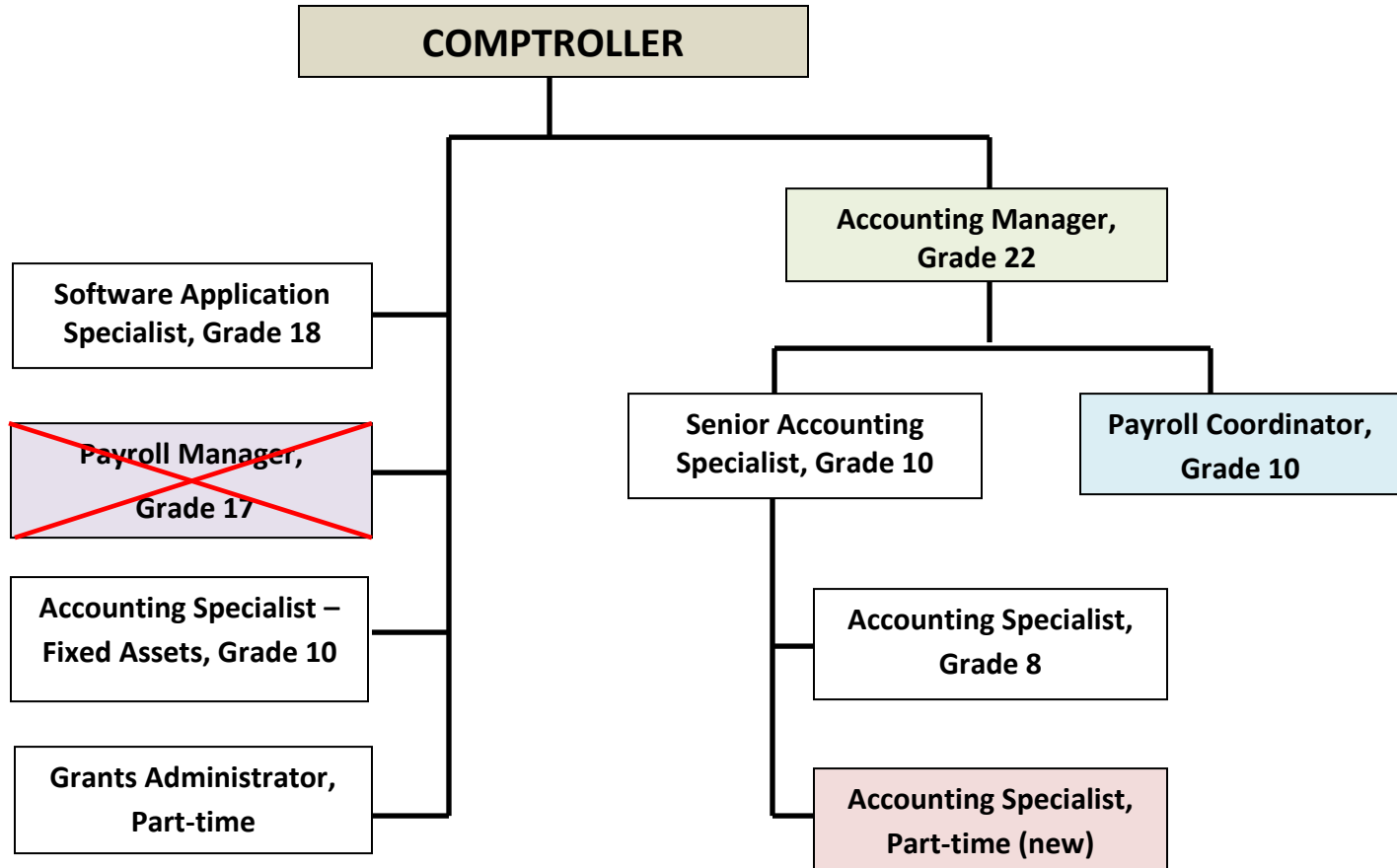
1. Administrative Assistants to Chief Deputy for Assessor's , Circuit Clerk/Recorder's, and Collector's Office
2. ~~Change Jury Administrator to Court Administrator (Circuit Clerk/Recorder's Office)~~

Discussion of Vehicle Policy

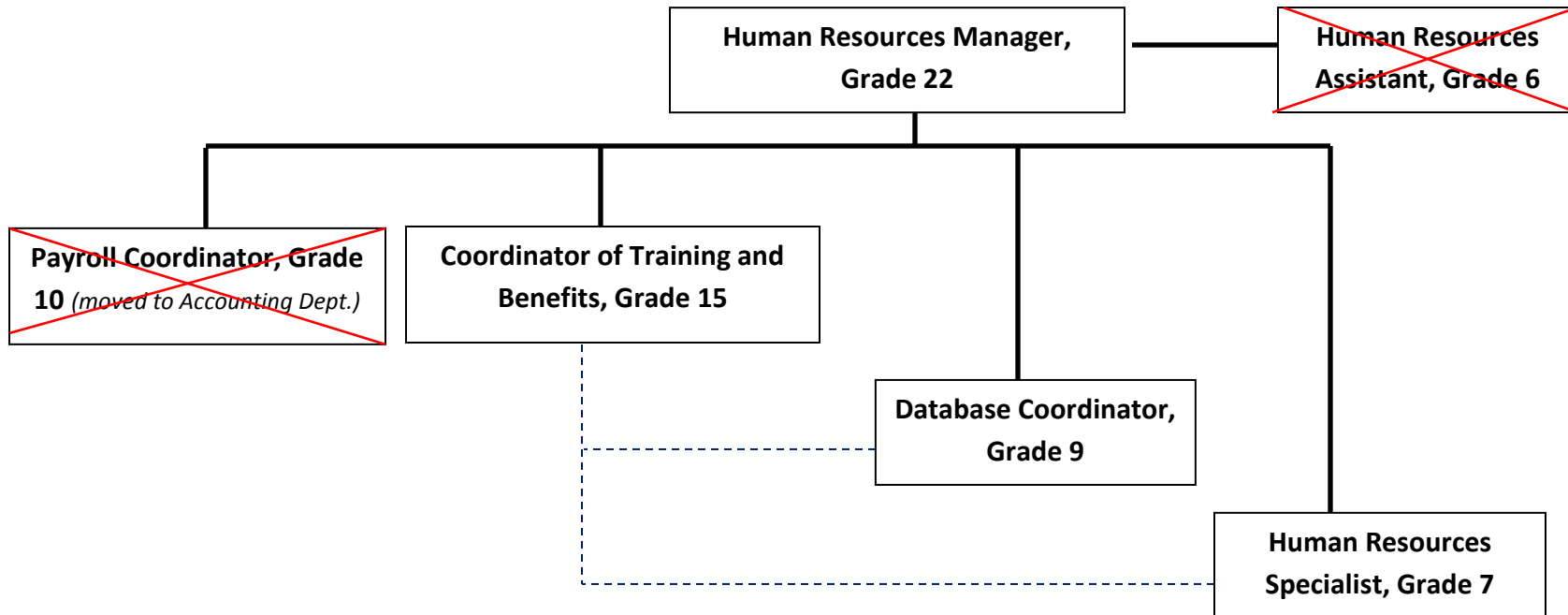
Discussion of Elected Officials Raises

Discussion of Employee Raises

Accounting Department



Human Resources Department



Explanation of Grading

1. Accounting Manager

The personnel budgets were already taken into consideration when last grading this position. While an extra responsibility was added, the responsibility for fixed assets and grants have been shifted to the Comptroller.

2. Payroll Coordinator (No Change in Grade)

Updated job description to reflect the focus on Payroll processing only and reassignment under the Accounting Department. Previously, the position was responsible for entering all changes to the employee's electronic file (hire, fire, promotion, direct deposit, etc.) which will now be handled by the Database Coordinator. The grade 10 is still relevant because the payroll duties require a higher level of mental focus and problem solving than the Database Coordinator.

3. Coordinator of Training and Benefits (No Change in Grade)

The benefits billings were added back in to the job description. These duties were a part of the job description of the Benefits Administrator. The grade 15 is still the recommended grading for this position.

4. Data Coordinator (Recommending Grade 9)

This is a new job description. The grading was done using the comparisons to the positions of Hot Check Coordinator - Grade 9 (PA's Office), Deputy Treasurer/Bookkeeper – grade 9 (Treasurer's Office), the Accounting Specialist – grade 8, (Accounting Department), and Payroll Coordinator – grade 10 (Accounting Department). The job responsibilities for United Way, deferred compensation, and serving as the subject expert for APERS and Social Security placed this position higher than the grade 8, Accounting Specialist. The Payroll Coordinator – grade 10 had oversight of a full process which placed it above the Data Coordinator.

5. Human Resources Specialist (Recommending Grade 7)

The previous position was Human Resources Assistant (grade 6). The positions used for comparisons of the new grade were Deputy Clerk-QC (grade 7), Deputy Collector III (grade 7), Deputy Assessor III (grade 7), and Accounting specialist (grade 8). With the addition of responsibilities for pre-employment and post-accident drug screenings; responsibility for monitoring utilization, budget, scheduling of the part-time pool; tracking of time missed for military leave, FMLA, and worker's comp; responsibilities for initial entry of new employees in the benefits software; and maintaining the driver's license data base for those who drive county vehicles or equipment; I felt the position should be increased one grade. The amount of data entry and tracking is not as much as the Accounting Specialist so I didn't feel it warranted a grade 8.



BENTON COUNTY

Job Description

JOB TITLE: Accounting Manager

Exempt: Yes

Department: Accounting

Date Prepared: September, 2015

Supervisor: Comptroller

SUMMARY:

The incumbent reports to the comptroller and is responsible for assisting in the development of the County Budget to accomplish the goals of the County. In the absence of the comptroller, the incumbent assumes all accounting responsibilities of the comptroller.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include but are not limited to the following:

1. The incumbent assists the comptroller in maintaining the countywide general accounting system, general ledger and budget in accordance with Legislative Audit requirements and generally accepted Accounting Principals. The incumbent ensures financial compliance with contracts, regulatory and legislative mandates. The incumbent attends Quorum Court and committee meetings, as requested.
2. The incumbent oversees accounting procedures to insure accuracy in paying all bills and coding accounts correctly before allowing them to move on to the treasurer for payment. This includes ongoing monitoring of dept budgets to be sure they stay within budget and advise them on issues regarding their budgets. The incumbent assists the comptroller in providing financial spreadsheets, analyzing data, and providing the Finance Committee and Quorum Court with necessary documentation. The incumbent coordinates changes in County fund accounting procedures with the comptroller to assure financial accountability. The incumbent assists in preparing policies concerning the financial management of the County.
3. The incumbent is responsible for implementing the Budget Process annually and insuring follow-through by each department in a timely manner, following the budget schedule in cooperation with the Comptroller. The incumbent is responsible for planning, organizing and providing all information needed for Finance Committee Meetings and assisting JP's with questions and requests for data.
4. The incumbent is responsible for developing procedures needed to prepare for the annual state legislative audit, coordinates timing of audit, develops schedules prior to arrival, assists the auditors and comptroller until audit is complete by providing necessary financial information and reports to assure total compliance; answers questions regarding discrepancies on assets or liabilities. The incumbent prepares and submits the required responses to annual audits.

5. The incumbent directs and assists in all Purchasing Functions for the county, including negotiating contracts, analyzing current vendors and researching areas of savings for the county.
6. The incumbent oversees the purchasing process and is responsible for maintaining accuracy and developing time saving processes to insure correct procedures on Purchase Orders, Invoicing and Claims The incumbent ensures compliance with State Regulations and works with the Auditors to follow new regulations.
7. The incumbent assists elected officials and department heads in any purchasing requests, meeting with vendors and relaying information to managers to meet their needs.
8. The incumbent supervises and provides oversight of the payroll coordinator, reviewing the payroll reports prior to submitting the payroll for processing. The position works closely with the comptroller and HR to update procedures which will maintain internal controls and efficiencies within the Payroll process.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A thorough understanding of county government, state and federal regulations pertaining to county purchasing and record keeping is essential.

EDUCATION AND EXPERIENCE:

Bachelor's Degree from four-year college or university ~~with emphasis in accounting~~ in Business, Accounting, Finance, or closely related field. Minimum of three years experience in Financial Management and accounting supervisory experience and skills. Should possess an solid level of data processing and computer knowledge with spreadsheet and word processing experience.

SUPERVISORY RESPONSIBILITIES:

The incumbent directly supervises two employees in the Accounting Department.

OTHER SKILLS AND ABILITIES:

The incumbent should possess excellent knowledge of accounting principles; possess good verbal and written communication skills, as this position has frequent contacts with elected officials, department heads, and the public on matters requiring explanations. Must be able to prioritize and organize work in order to meet numerous deadlines. Must have excellent communication, problem solving and analytical skills. The incumbent must possess knowledge of computerized accounting and modern office practices, procedures and equipment. The incumbent must possess the ability to resolve accounting problems independently. Must have the ability to work under stress due to deadlines and perform duties with speed and accuracy.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to handle objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus and close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: **Accounting Manager**

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	9	9	110
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	8	8	315
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	6	6	70
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	8	8	80
5	Mental Demand: Measure of degree of concentration and sensory alertness	6	6	90
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	8	8	110
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	2	3	55
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	9	9	72
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	7	7	83
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	10	10	130
11	Contacts with the Public: Responsibility for effective handling with the public.	4	4	57
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	4	4	38
13	Machine Operations	5	5	54
14	Working Conditions	2	2	6
15	Physical Demands	2	2	8
POINT TOTAL GRADE		1256		1278
		22		22



Benton County

Job Description

Job Title: Payroll Coordinator

Exempt (Y/N) : N

Department: Accounting

Date Prepared: September, 2015

Supervisor: Accounting Manager

Summary:

The Payroll Coordinator is accountable for the accuracy and integrity of the County's payroll, which exceeds 24,000,000 per year (processed every two weeks), and the subsequent filing of all payroll related taxes for a population that exceeds 650+ employees. The Coordinator is responsible for the monitoring and processing, ~~and payment~~ of all court directed garnishments, alimony, child support, **and retirement contributions**. The Coordinator must be able to assist employees with questions or corrections to payroll related issues and diffuse potentially emotional situations. Mishandling of employee payroll issues could cause substantial employee dissatisfaction resulting in absenteeism, turnover, and poor performance.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

1. Complies with all federal and state employment tax entities for payment in a timely, accurate manner and completes all required reports, avoiding the penalties that can exceed \$10,000 per day. This includes federal and state deposits each payroll, 941 quarterly reports, 209B quarterly reports, quarterly DOL Multiple Worksite report, monthly DOL Statistics report, EEOC and W-2 year-end filing requirements.
2. Process payroll for all County employees, boards, committees, deputized personnel and elected officials in a timely, accurate manner according to County Ordinances, State Legislative Audit, and other state and federal agencies guidelines. Benton County payroll consists of over-650+ employees and elected officials totaling over 24 million dollars per year. This includes verifying and assisting with **all timesheets** payroll-related paperwork from all departments, and tracking and payment of all employee deductions such as United Way, garnishments, deferred compensation and the Arkansas Public Employees Retirement System (APERS).
3. **Audits payroll edit reports to verify the accuracy of each payroll prior to final production.**
4. Monitors the payroll information entered by various departments to validate correctness and timeliness.
5. ~~Develop and maintain notebooks for elected officials and department heads that contain the forms, instructions, and other supporting information; to assist them in handling typical HR interactions (i.e. hiring, firing, performance evaluations, etc.)~~

6. ~~Establishes and maintains earnings and deduction codes in the GEMS system; researches and resolves problems related to earnings and deductions; assures that appropriate adjustments are completed.~~ Makes recommendations to the accounting manager as to additions or deletions of payroll-related codes and processes.
7. Calculates and processes compensation amounts for County Vehicle usage in accordance with the IRS regulations.
8. Calculates and maintains records for all payroll-related components of the County's grants.
9. ~~Notifies County Attorney and Elected Officials of all unemployment filings and appeal hearings and facilitate the required filings within the defined timelines.~~
10. ~~Coordinates County employees' retirement plan. Reconciles County employees' retirement benefits each payroll for based on bi-weekly contributions as allowed from dollars earned. Process payment and report for each payroll, and reconcile all monthly payroll with monthly report requirements. Submits new employee enrollment paperwork with monthly reports. Answers general employee questions and refers specific questions to an APERS counselor. Administer APERS reporting in the payroll Gems system for contributory, non-contributory, drop and retirees, including making adjustments to the system when rates change. Process paper work for termed employees to obtain reimbursement for contributory funds.~~
11. Protects the employee records covered under HIPPA and maintain all confidences.
12. ~~Set up and maintain banks and employees direct deposits.~~
13. Establishes positive working relationships with the various elected officials and supervisors to gain support in problem solving and information flow concerning issues dealing with payroll related issues, ~~as well as, wage and benefits administration.~~
14. ~~Collects affirmative action information and~~ Processes the quarterly and annual EEO-4 federal reports.
15. Coordinates with Training and Benefits Coordinator to ensure that changes in employee benefits are current for payroll processing.
16. Reporting and balancing APERS per pay period. Monthly reconciliation on APERS and locating a differences.
17. ~~Prepare and distribute Benton County employee related news through either a printed or electronic format. Prepare Years of Service certificates, cards and other items warranted for employee recognition.~~
18. ~~In house Coordinator for United Way, collections, reporting, fund raising and deductions. Works closely with third party Insurance on organiation, set up, clean up and notifying vendors for annual Health Fair event.~~

- ~~19. Coordinates with Elected officials and/or management for new hire and termination paper work.
Set up new employees in system with all necessary information to be on the payroll.~~
20. Process special payrolls for equalization board members.
- ~~21. Enroll and paper work necessary to enroll new pollworkers into payroll system.~~
22. Coordinate with Election Commission department to process all pay for pollworkers.
23. ~~Establishes and~~ Processes **payment for** court-ordered deductions (child and other support orders, tax levies, garnishments, bankruptcy orders) received by the Payroll Office.
24. Processes **payments for** all employee deductions such as United Way, deferred compensation, credit union deposits, etc. and send out payments with reports to each individual organization.
25. Assists with preparation of special reports, answer government and other ~~personnel~~ **payroll-** related surveys, various correspondence, and fulfill other requirements as needed or requested.
26. Gathers payroll information for the Annual legislative Audit.
27. Prepares payroll information for grant proposals and reimbursement where applicable.
- ~~28. Develops and maintains standard operating procedures, forms, and supporting information to assist elected officials in processing employment actions (hiring, terminations, etc.)~~
29. Coordinates with **the software application specialist** ~~IS staff~~ to adjust rates in **the payroll system for** GEMS tax tables, APERS contributions, etc.; as directed by the respective government entities and to maximize the capabilities of the GEMS system's ability to provide management information/tools
30. Research and track payroll overpayments/underpayments and prepare correspondence to employees/supervisors to explain the corrections and gain signed authority to make necessary changes. Process and track all voided paychecks including the preparation of court orders.
31. Calculates vacation and comp payouts for terminated employees.
32. Consults with and make recommendations to the ~~human resources manager~~ **Comptroller** concerning transactions that are unusual and infrequent or have no precedence.
- ~~33. Must maintain confidentiality in medical and personal matters regarding employees.~~

~~34. Prepares semi-annual reports on turnover, absenteeism, and employee demographics.~~

~~35. Prepares quarterly reports on unemployment claims payments and reasons claim was accepted. Makes recommendations on methods for reducing unemployment claims.~~

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Skills and Abilities:

1. Knowledge of current, Federal, State and local laws, codes, regulations and legal aspects of payroll and financial record-keeping and reporting; systems and the Benton County salary administration and employee policies
2. Ability to effectively express ideas and opinions, both orally and in writing, that strengthen the relationships with and service to the various elected officials, supervisors, and employees.
3. Ability to exercise sound judgment and discretion with minimal supervision
4. Ability to provide, accurate, efficient, and constant performance under the stress of constant deadlines.
5. Ability to: interpret, explain and make decisions in accordance with legislation, policies, practices, and procedures; analyze problems, identify alternative solutions and methods; accurately administer assigned processes and specialized payroll responsibilities;
6. Ability to organize work flow; perform mathematical calculations; develop procedures and record-keeping systems,
7. Strong skills in the Microsoft Excel and WORK software applications. Working knowledge of the other MS Office applications;
8. Ability to audit and maintain financial records
9. Excellent communication and interpersonal skills; customer service and results orientation;
10. Team mentality and flexibility; forward thinker with demonstrated organizational skills and attention to detail. Must be knowledgeable and be willing to assist with all other job responsibilities within the Human Resource **Accounting** Department.

11. Machine skills include computer, fax machine, copier and calculator.
12. Exposed to highly confidential and sensitive materials, reports, and conversations; must be able to maintain high level of confidentiality of office and privacy of employees.
13. Must be able to perform tasks in highly stressful, fast-paced, high-volume conditions, requiring high degree of concentration with constant interruption.
14. Ability to refocus quickly and perform tasks at a high level of efficiency and extreme accuracy.

Supervisory Responsibilities: None

~~Coordinates work assignments of temporary staff and HR assistant within the department as needed.~~
~~Coordinates with benefits administrator for changes in employee status.~~

Education and/or Experience:

Associates degree with an emphasis in accounting or business management and four years of experience, working in payroll processing is required, two of which should be served in a non-entry level position. Five years of direct payroll experience, three of which were in a non-entry level position, may be substituted for the degree. PHR and/or CPPC certification desired.

Working Relationships:

Requires daily communication and interaction with coworkers and other employees. Conducts regular contact with the various Federal, State, and local agencies and Credit Union staff, as well as department manager and elected officials

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit, use hands and fingers to handle, or feel objects, reach with hands and arms, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to see, hear, and speak.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The noise level in the work environment is usually moderate. Often highly stressful, fast-paced, high-volume conditions, requiring strong concentration.

Benton County Job Evaluation

JOB TITLE: Payroll Coordinator

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	Experience: Minimum time to become familiar with requirements of the job.	7	7	72
2	Experience: Management – Minimum time to become familiar with requirements of the job.	0	0	0
3	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	6	6	50
4	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	6	6	70
7	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	1	0	0
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	8	8	64
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6	6	70
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	9	9	110
11	Contacts with Public: Responsibility for effective handling of contacts.	3	3	41
12	Contacts with Employees: Responsibility for effective handling of others.	4	4	38
13	Machine Operations	4	4	38
14	Working Conditions	1	1	2
15	Physical Demands	4	3	13
	Points	699		683
	Benton county Salary Grade Level	10		10



Benton County

Job Description

Job Title: Coordinator of Training and Benefits

Exempt (Y/N) : Y

Department: Human Resources

Date Prepared: September, 2015

Supervisor: Human Resources Manager

Summary:

The Coordinator of Training and Benefits is responsible for identifying; and/or developing; and delivering; when needed, training opportunities as directed by the various elected officials and department heads. New employee orientation design and delivery will be required of the coordinator on a weekly basis. In addition, the coordinator will be responsible for all mandated training to maintain compliance with the Arkansas department of Labor. The second major component of this position's responsibilities is to serve as a point of contact for assisting employees with their benefits needs; including troubleshooting issues, adding and deleting coverage, and coordinating open enrollment activities. Coordinating the Annual Benton County Health Fair will fall under the responsibilities of this position.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

1. Assists elected officials in identifying training needs and designing/delivering these training opportunities when needed.
2. Conducts weekly new employee orientation and recommend improvements in content and delivery methods.
3. Surveys various State and Federal agencies for existing training offerings.
4. Communicates training opportunities to the elected officials and department heads.
5. Handles logistics for all on-site training.
6. Serves on the Benton County Plan Privacy Committee and is responsible for the protection and proper handling of all employee health records in accordance with the Health Information Portability and Accountability Act (HIPPA)
7. Establishes and implements a system for identifying, communicating, and tracking actions of those newly eligible for the County's benefit plan.
8. Tracks and processes all benefits-related invoices
9. Reconciles and processes monthly combined benefits invoice and AFLAC invoice.
10. Processes weekly claims bill.

11. Coordinates Annual Benton County Health Fair and ongoing wellness activities including education programs in the areas of chronic disease and improving overall health.
12. Collect and analyze employee utilization data to identify areas for employee wellness programs, cost reductions, and increased efficiencies.
13. Expedite the process for life insurance for our employees or their surviving benefactor.
14. Advise and assist employees and their supervisors as to how to access the Employee Assistance Program.
15. Coordinate annual Wellness Testing Initiative including working with departments and designated testing sites as needed to ensure proper paperwork and materials are in place; scheduling testing at various County sites and times to allow all shifts to participate.
16. Coordinate the annual flu shot disbursements including selecting the best vendor, establishing the number of doses to be purchased, and establishing a method for those to receive vaccines at alternative times and dates.
17. Coordinate the annual on-site mammogram screenings, including location, disseminating information, and scheduling employees for participation.
18. Participate in the Safety Committee, providing summary statistics on accidents in the workplace and suggestions for accident reduction.
19. Administer health, life, dental, retirement, cafeteria plan insurance programs, monitor enrollment, premium payments, COBRA participation and compliance, HIPPA, and provide information to the various plans. Ensure compliance with Federal and State laws such as ADA, FMLA, COBRA, HIPPA, etc.
20. Ensure compliance with applicable government regulations and assist with preparation of special reports, answer miscellaneous government surveys, various correspondence, and other related duties as needed or requested.
21. Develop, disseminate, and evaluate communication tools to enhance the employees' understanding and appreciation for the County's benefit plan.
22. Must be knowledgeable and be willing to assist with all other job responsibilities within the Human Resource Department.
23. Research other employee benefits plans, assess current trends and make recommendations to the human resources manager for plan redesign or improvements.
24. Research all Federal and State legislation concerning employer health care plans and workers compensation and advise the Human Resource Manager of changes and potential impact.
25. Assist in coordinating the benefit renewal process; including identifying the critical needs of the employee population, estimating the funds available, and schedule meetings for plan revisions and acceptance.
26. Serves as the central point for all workplace injuries, including scheduling appointments, providing information for health care providers, and notification of our risk management provider. Also coordinates proper payment schedules so the employee doesn't, unwillingly, suffer loss of pay.
27. Process and administer all Workers Compensation claims as required by law and AAC Risk Management and compile quarterly reports on types of injuries by department.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER SKILLS and ABILITIES: This position requires:

1. Excellent oral and written communication.
2. Strong organization skills that support multi-tasking and the ability to handle frequent interruptions.
3. Strong analytical and problem solving skills applying sound judgment and minimal supervision..
4. Computer proficiency in all Microsoft Office™ software programs.
5. The ability to maintain confidentiality at all times to build the trust of employees and comply with the HIPPA rules.
6. High degree of comfort and effectiveness dealing with people from diverse backgrounds and various emotional states.
7. Professionalism, attention to detail
8. Strong interpersonal skills, commitment to teamwork
9. Ability to prioritize and juggle multiple projects concurrently
10. Strong Problem solving skills
11. Flexibility and willingness to respond to last minute changes
12. Attributes: Team oriented, Entrepreneurial, Resourceful, Results oriented, Integrity for all audiences at all times, Future oriented, Individual growth capacity and desire, Change agent, Service committed
13. Basic knowledge of employment-related laws and regulations.
14. Thorough knowledge of organization's human resource policies and procedures.

WORKING RELATIONSHIPS:

This position will have daily contact with employees, health care providers and health care carriers. In addition, the Coordinator of Training and Benefits will frequently interact with elected officials and other department heads.

Supervisory Responsibilities: Certain tasks will be assigned to the Database Coordinator and the Human Resources Specialist and monitored by the Coordinator of Training and Benefits

At times supervises the work of the human resources assistant. In the absence of the human resources manager, the assistant manager will be responsible for the on-going operations of the office.

Education and/or Experience:

Bachelor's degree in Human Resources Management or related field and three to five years' experience. Seven to ten years managerial experience in the employee benefits area and/or compensation management may replace the degree requirement. PHR and/or CEBS certifications preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit, use hands and fingers to handle, or feel objects, reach with hands and arms, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. The employee must possess close vision, color vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The noise level is usually moderate and the environment reflects that of a typical office.

**Benton County
Job Evaluation**

JOB TITLE: Coordinator of Training and Benefits

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	Experience: Minimum time to become familiar with requirements of the job.	8	8	91
2	Experience: Management – Minimum time to become familiar with requirements of the job.	5	5	165
3	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	6	6	50
4	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	5	57
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	7	7	90
7	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	2	2	33
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	6	6	48
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6	6	70
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10	10	130
11	Contacts with Public: Responsibility for effective handling of contacts.	3	3	41
12	Contacts with Employees: Responsibility for effective handling of others.	3	3	49
13	Machine Operations	5	5	38
14	Working Conditions	2	2	6
15	Physical Demands	2	2	8
	Points	946		946
	Benton county Salary Grade Level	15		15



Benton County

Job Description

Job Title: Database Coordinator

Exempt (Y/N): N

Department: Human Resources

Date Prepared: September, 2015

Supervisor: Human Resources Manager

Summary:

The primary responsibility of the Database Coordinator is to enter all personnel information into the payroll system database and maintain the integrity of the system. The Database Coordinator will also be responsible for assisting current and past employees with questions concerning APERS, social security, deferred comp, United Way, and credit unions.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

1. Enter all related information into the payroll system, including but not limited to: hires, terminations, promotions, demotions, direct deposit, garnishments, child support and insurance premiums.
2. Prepare monthly reports on employee turnover, direct deposit utilization, garnishments, and vending machine utilization.
3. Schedule deferred compensation providers for on-site enrollment and assistance at least twice per year.
4. Coordinate the promotion and enrollment of employees in United Way and direct deposit, and resources for credit counseling.
5. Serve as the in-house expert on APERS and Social Security including: development of informational flyers, promoting available seminars, and completing the employer sections of applications for benefits.
6. Assist payroll coordinator in reconciling differences in the APERS bill.
7. Assist training and benefits coordinator in reconciling differences in benefits premiums
8. Work with the provider to our vending machines to obtain the best selections and deposit the County's portion of revenues.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities: None

Education and/or Experience:

High School Diploma or GED required. Four to six years of office experience with an emphasis on employee data entry and reporting. Must be proficient in Microsoft Word, Excel, and Outlook software. Some experience in developing promotional pieces is a plus.

Working Relationships:

Requires daily communication and interaction with coworkers and other employees. Conducts regular contact with the various Federal, State, and local agencies and Credit Union staff, as well as department manager and elected officials

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit, use hands and fingers to handle, or feel objects, reach with hands and arms, talk, hear and see. The employee must occasional lift and/or move up to 20 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The work environment is that of a normal office. noise level in the work environment is usually mild to moderate.

JESAP Job Evaluation Form
Benton County, Arkansas

JOB TITLE: Data Coordinator

	BASIS FOR RATING	DEGREE	POINTS
1	Experience: Minimum time to become familiar with requirements of the job.	5	52
2	Experience: Management – Minimum time to become familiar with requirements of the job.	0	0
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	45
4	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4A 4 4B 4 4C 4	6 50
5	Mental Demand: Measure of degree of concentration and sensory alertness.	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	6	70
7	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	0	0
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	5	40
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6	70
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10A 4 10B 2 10C 3	8 90
11	Contacts with Public: Responsibility for effective handling of contacts.	3	41
12	Contacts with Employees: Responsibility for effective handling of others.	4	38
13	Machine Operations	4	38
14	Working Conditions	2	6
15	Physical Demands	1	3
Point Total			613
GRADE			9



Benton County

Job Description

Job Title: Human Resources Assistant Specialist

Exempt (Y/N) : N

Department: Human Resources

Date Prepared: September, 2015

Supervisor: Human Resources Manager

Summary: The Human Resources Specialist is responsible for managing the County's personnel filing system; including establishing files, maintaining compliance with Federal, State, and County regulations, and archiving files for past employees. Human Resources Specialist serves in a critical support role for all aspects of the human resources department. In addition, the Human Resources Specialist provides essential and significant support for the onboarding of new employees and coordinating the County's part-time pool. ~~all aspects of the human resources department.~~

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

1. Processes all pre-employment and post-accident drug screening, including sending authorization to provider; contacting the department on results; and maintain records for invoice processing
2. Coordinates the assignments and communications with the employees of the Part-time Pool. This includes tracking utilization, making recommendations on staffing needs, and selection of staff based on the needs of the requesting department.
3. Enters timesheet information for the department into the payroll system
4. Maintains a spreadsheet of the HR staff's accruals and time used.
5. Establishes and maintains personnel files for all new insertion of all forms and documentation requirements.
6. Scans all personnel records and attach to electronic files
7. Conducts annual audit of all personnel files
8. Retires personnel files in accordance with Federal, State, and county retention laws, disposes of confidential information according to FACTA regulations, and transfers files to be archived to the Office of the County Clerk.

9. Manages the integrity of employee information to comply with HIPPA, Department of Immigration, and Social Security
- ~~10. Reviews all timesheets for accuracy and compliance the FLSA and County Policy.~~
- ~~11. Maintains back-up system for validating leave and overtime hours for all current employees.~~
- ~~12. Gathers and accurately enter all new employee information and changes to existing employees into the GEMS system.~~
- 13. Enters employee information into the payroll system in the absence of the Database Coordinator**
14. Tracks FMLA and State mandated paid leave for military reservists to assure compliance with the law and ~~to assist in~~ **monitors** the timely communication process with employees and their supervisors. **This includes preparing notification letters when an employee has fifteen days remaining on allotment for protected leave.**
- 15. Obtains and monitors paid leave for those in the reserves/guard for training purposes.**
- 16. Monitors those on active military duty military to insure that APERS and wages are kept up to date.**
17. Maintains the County's Emergency Contact Information
- ~~18. Assists payroll coordinator with reviewing the accuracy of payroll data prior to finalization.~~
19. Assists job applicants with the application process and job opening information. Forwards applications and resumes to the various elected officials for consideration for employment.
- 20. Conducts annual: audits of Social Security legal name information and driver's license for staff with regular access to county vehicles.**
21. Receipts and tracks all requests for information and forms to maintain quality services and timely responses.
22. Processes verification of employment requests and assists in processing employee references.
- 23. Enters new hire information into the benefits enrollment system.**
- 24. Prepares letters and packets for those becoming eligible for benefits.**
- ~~25. Assist with orientation sessions for employees, explain and obtain benefit and mandatory government forms, and acquaint the new employee with general procedures.~~ **Prepares packets for orientation and open enrollment**

26. Receives and posts notice of job openings by placing openings on the Arkansas Job Bank web page and the Benton County web page. Assists departments by placing job posting advertisements in area newspapers as requested. ~~Keep job board in the Administration building updated at all times.~~
27. Conducts all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.
28. Assists Elected Officials and County employees by providing personnel policy information in a consistent manner.
29. Must be able to meet the public in a tactful and diplomatic manner to promote the best image of the County. Establish an effective working relationship with County personnel.
30. General secretarial duties to include answer telephone, referring caller to proper authority, correspondence, filing and assisting in budget process.
31. Creates workable forms for department use and documentation.
32. Assists with preparation of special reports, answer miscellaneous government surveys, various correspondence, and other related duties as needed or requested.
33. Researches information pertaining to personnel matters such as wage/hour and EEOC laws and guidelines, completion of forms as required by state or federal agencies, dissemination of information to other offices, and general coordination of personnel matters within departments as directed. .
34. Must maintain confidentiality in medical and personal matters regarding employees.
35. Processes all purchases for the department and tracks invoices for payment.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have excellent communication skills both verbally and in writing.
2. Ability to prioritize and organize work in order to meet numerous deadlines
3. Thorough knowledge of MicrosoftTM WORD and EXCEL
4. Must be able to stay on task and complete project to expectations with minimal supervision
5. Must be able to maintain confidences due to constant exposure to highly confidential and sensitive materials, reports, and conversations.

Supervisory Responsibilities: None

Education and/or Experience:

High school diploma or equivalent; plus three (3) years of responsible clerical experience with at least one (1) year in a position above entry level. Experience working in a human resources department is preferred, good organizational skills and knowledge of computers are necessary for this position.

Working Relationships:

Requires regular interaction with job applicants, employees (past and present), supervisors, suppliers, and occasionally with elected officials.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit, use hands and fingers to handle, or feel objects, reach with hands and arms, talk and hear. The employee must occasional lift and/or move up to 25 pounds. The employee must possess close vision, color vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

**Benton County
Job Evaluation**

JOB TITLE: Human Resources Specialist

	Basis for Rating	Current Rating	Proposed Rating	Points
1	Experience: Minimum time to become familiar with requirements of the job.	3	4	43
2	Experience: Management – Minimum time to become familiar with requirements of the job.	0	0	0
3	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4	5	36
4	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	3	32
5	Mental Demand: Measure of degree of concentration and sensory alertness.	4	4	49
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	5	5	50
7	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	0	1	10
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	3	3	24
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	3	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	5	6	51
11	Contacts with Public: Responsibility for effective handling of contacts.	5	5	80
12	Contacts with Employees: Responsibility for effective handling of others.	3	3	28
13	Machine Operations	4	4	38
14	Working Conditions	2	2	6
15	Physical Demands	3	3	13
	Points	457		504
	Benton county Salary Grade Level	6		7

Explanation of Grading

1. IT Support Specialist

~~The Director is requesting a grade increase from 14 to 15. I am recommending no grade change. The change to the job duties were in the area of certification. The score for education was increased to reflect the extra certification but that wasn't enough to raise it to the next grade. In addition, a review of salary comparisons supports maintaining the grade 14.~~ **Delete the new certification requirement. Now name change only.**

2. Systems Analyst

After a review of salary comparisons, this position should be graded one higher. The original grading did not correctly reflect the years of experience required, degree level, and the amount of independent work (without supervision) this position does. The previous grade reflected the structure the department was looking for at the time. I am recommending the position be raised from a grade 15 to grade 16. The grade 16 is in line with the market salaries for similar work.

3. Programmer (previously programmer-level I)

The IT Director requested that this position be raised from a 16 to an 18. After reviewing the comparison salary information, I am recommending that this position be increased to a grade 17. With the addition of several certification requirements and the responsibility of working with the end-user to gather, evaluate, and implement, I felt this position warranted the one grade increase.

4. Network Analyst

The IT Director requested that this position be graded similar to the Systems Analysts. It is a new position but there are many similarities to the Systems Analyst but on the network side instead of the PC/hardware/software side. I am recommending this position be given a grade of 16.

BENTON COUNTY

Job Description

JOB TITLE: IT PC Support Specialist

Exempt (Y/N): Yes

DEPARTMENT: Information Technology

DATE PREPARED: August, 2015

SUPERVISOR: Network Administrator

SUMMARY:

The Information Technology (IT) Department is responsible for servicing the technology needs of every county office and department. The elected official residing over the county offices have the legal responsibility to ensure the accuracy and availability of the automated information regarding their respective offices. The IT Department serves as a central, shared support service for the officials, providing a standard, secured, cost-efficient and managed environment by a team of technology professionals.

Some county computer systems are designed to maintain highly sensitive and confidential information. A criminal history search is conducted by law enforcement investigators prior to employment and at any time deemed necessary during employment, to satisfy security requirements.

Each IT employee must be a friendly and knowledgeable customer-service oriented person that exhibits patience and skilled abilities to assist others. All employee interactions and activities must comply with policies and regulations set forth by county, state and federal guidelines and/or statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assist computer users with routine hardware troubleshooting.
2. Assist computer users with software support for the following set of standard applications: Microsoft Windows Desktop, Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Internet Explorer
3. Provide recommendations to county offices for software and hardware solutions.
4. Assist computer users with software support of custom and canned applications.
5. Provide hardware troubleshooting and repair for: personal computers, printers, network devices, cabling and peripherals.
6. Provide training to computer users on all supported network based software applications.
7. Install personal computer equipment and software as well as network related equipment and software.
8. Maintain accurate inventory of all equipment for the Information Technology department.

EDUCATION and/or EXPERIENCE:

The applicant must have working knowledge of Microsoft network based computer systems. Furthermore, a college degree in Information Systems or related field or 3 to 5 years experience as a field PC technician in a networking environment, and a Comptia A+ certification is required.

OTHER SKILLS and ABILITIES:

This position requires a significant amount of problem solving skills and customer support. It will be necessary to assist technology users through training, explanation and troubleshooting. A sound understanding of basic automation techniques and people skills is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently sit; talk; hear; and use hands and fingers to handle or feel objects. Also, the employee must occasionally stand, walk, stoop, kneel, or crouch, and reach with hands and arms. Specific vision abilities required by this job include close vision and the need to view a computer screen for extended periods of time.

The employee must occasionally be required to lift up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. There will be frequent travel to and from remote county offices.

**Benton County
Job Evaluation**

JOB TITLE: IT Support Specialist

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	Experience: Minimum time to become familiar with requirements of the job.	5	5	72
2	Experience : Management – Minimum time to become familiar with requirements of the job.	1	1	33
3	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	6	6	50
4	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	5	57
5	Mental Demand: Measure of degree of concentration and sensory alertness.	6	6	90
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	7	7	90
7	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	0	0	0
8	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	7	7	56
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	7	7	83
10	Accountabilities: Freedom to act, monetary impact, and impact on end results.	9	9	110
11	Contacts with Public: Responsibility for effective handling of contacts.	3	3	41
12	Contacts with Employees: Responsibility for effective handling of others.	5	5	49
13	Machine Operations	7	7	86
14	Working Conditions	4	4	13
15	Physical Demands	5	5	24
	Points	854		854
	Benton county Salary Grade Level	14		14

BENTON COUNTY

Job Description

JOB TITLE: Systems Analyst

Exempt (Y/N): Yes

DEPARTMENT: Information Technology

DATE PREPARED: September, 2015

SUPERVISOR: Systems Administrator

SUMMARY:

The Information Technology (IT) Department is responsible for servicing the technology needs of every county office and department. The elected official residing over the county offices have the legal responsibility to ensure the accuracy and availability of the automated information regarding their respective offices. The IT Department serves as a central, shared support service for the officials, providing a standard, secured, cost-efficient and managed environment by a team of technology professionals.

Some county computer systems are designed to maintain highly sensitive and confidential information. A criminal history search is conducted by law enforcement investigators prior to employment and at any time deemed necessary during employment, to satisfy security requirements.

Each IT employee must be a friendly and knowledgeable customer-service oriented person that exhibits patience and skilled abilities to assist others. All employee interactions and activities must comply with policies and regulations set forth by county, state and federal guidelines and/or statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Performs daily operations of managing server systems.
2. Adds, removes, and updates user account information, resets passwords, and other related activities through Active Directory.
3. Assist computer users with routine hardware troubleshooting.
4. Performs maintenance of desktop computers and performance tuning.
5. Administrate Cisco Voice Over IP (VOIP) phone system which will include setting up new users and new voicemail accounts along with resetting voicemail passwords, troubleshooting devices, and call flow.
6. Provide recommendations to county offices for software and hardware solutions.
7. Assist computer users with software support of custom and canned applications.
8. Manage network applications including but not limited to: Antivirus and specialized IT applications.
9. Provide training to computer users on all supported network based software applications.
10. Install and manage personal computer equipment and software as well as network related equipment and software.
11. Maintain accurate inventory of all networking equipment for the IT department.

12. Prepares documentation of systems and software for permanent records.
13. Provide cross-training for IT department.
14. **Provide leadership to helpdesk staff.**
15. **Provide primary point of escalation for helpdesk issues.**
16. Other Duties as assigned.

EDUCATION and/or EXPERIENCE:

The incumbent must have working knowledge of network based computer systems. This knowledge would include a Microsoft Certified Systems Engineering Certification or CompTIA's A+ and Network + certification and have 4 years' experience in a Microsoft networking environment. A college degree in Information Systems or related field or equivalent is preferred.

OTHER SKILLS and ABILITIES:

This position requires a significant amount of problem solving skills and customer support. It will be necessary to assist technology users through training, explanation and troubleshooting. A sound understanding of basic automation techniques and people skills is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently sit; talk; hear; and use hands and fingers to handle or feel objects. Also, the employee must occasionally stand, walk, stoop, kneel, or crouch, and reach with hands and arms. Specific vision abilities required by this job include close vision and the need to view a computer screen for extended periods of time.

The employee must occasionally be required to lift up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. There will be frequent travel to and from remote county offices.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Systems Analyst

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	5	7	72
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	2	2	66
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	5	57
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	6	7	65
5	Mental Demand: Measure of degree of concentration and sensory alertness	6	6	90
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	7	7	90
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	2	2	33
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	9	9	64
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	7	7	83
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	9	10	130
11	Contacts with the Public: Responsibility for effective handling with the public.	3	3	41
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	5	5	49
13	Machine Operations	9	9	118
14	Working Conditions	3	3	23
15	Physical Demands	3	3	13
POINT TOTAL GRADE		904		994
		15		16

BENTON COUNTY

Job Description

JOB TITLE: Network Analyst

Exempt (Y/N): Yes

DEPARTMENT: Information Technology

DATE PREPARED: June, 2015

SUPERVISOR: Network Administrator

SUMMARY:

The Information Technology (IT) Department is responsible for servicing the technology needs of every county office and department. The elected official residing over the county offices have the legal responsibility to ensure the accuracy and availability of the automated information regarding their respective offices. The IT Department serves as a central, shared support service for the officials, providing a standard, secured, cost-efficient and managed environment by a team of technology professionals.

Some county computer systems are designed to maintain highly sensitive and confidential information. A criminal history search is conducted by law enforcement investigators prior to employment and at any time deemed necessary during employment, to satisfy security requirements.

Each IT employee must be a friendly and knowledgeable customer-service oriented person that exhibits patience and skilled abilities to assist others. All employee interactions and activities must comply with policies and regulations set forth by county, state and federal guidelines and/or statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Network troubleshooting. (ping, traceroute, etc...)
2. Wireless and wired network equipment configuration, backups, and maintenance.
3. Install and troubleshoot wireless access points, routers, and switches.
4. Responsible for the implementation and maintenance of the physical layer of the county's computer network infrastructure.
5. Complete connectivity projects within the timeframe of the department and team.
6. Assist with network security. (VLANs, Access Control Lists, IP Subnetting)
7. Provide support to county employees for network related issues.
8. Assist IT Helpdesk with support tickets as necessary, and act as an escalation path for networking issues.

EDUCATION and/or EXPERIENCE:

The incumbent must have working knowledge of Microsoft network based computer systems. Furthermore, a college degree in Information Systems or related field or 3 to 5 years' experience as a field PC technician in a networking environment. Must also have or obtain a Comptia A+, and Network+ certification within 12 months of hire date.

OTHER SKILLS and ABILITIES:

This position requires a significant amount of problem solving skills and customer support. It will be necessary to assist technology users through training, explanation and troubleshooting. A sound understanding of basic automation techniques and people skills is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently sit; talk; hear; and use hands and fingers to handle or feel objects. Also, the employee must occasionally stand, walk, stoop, kneel, or crouch, and reach with hands and arms. Specific vision abilities required by this job include close vision and the need to view a computer screen for extended periods of time.

The employee must occasionally be required to lift up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. There will be frequent travel to and from remote county offices.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: **Network Analyst**

JOB TITLE: Retention Analyst		BASIS FOR RATINGS		DEGREE	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	8		91	
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	2		66	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5		57	
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	4-A 4	7	65	
		4-B 5			
		4-C 5			
5	Mental Demand: Measure of degree of concentration and sensory alertness	7		110	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	7		90	
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	2		10	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	9		72	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	7		83	
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	4-A 4	9	110	
		4-B 3			
		4-C 3			
11	Contacts with the Public: Responsibility for effective handling with the public.	3		23	
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	5		49	
13	Machine Operations	9		118	
14	Working Conditions	3		3	
15	Physical Demands	3		13	
		POINT TOTAL		960	
		GRADE		16	

BENTON COUNTY

Job Description

JOB TITLE: Programmer

Exempt (Y/N): Yes

DEPARTMENT: Information Technology

DATE PREPARED: September, 2015

SUPERVISOR: Database Administrator and
Project Coordinator

SUMMARY:

The programmer applies standard programming procedures and knowledge of pertinent functional areas such as the Accounting Department, Sheriff's Office, and County Clerk. Analyzes needs, designs, writes and tests new programs and applications. Programs developed or modified are typically linked to several other programs. The programmer also maintains and revises existing systems and provides technical assistance to users as well as to others in the Information Technology Department. Works according to approved requirements and detailed specifications. Applies judgment in devising program logic and selecting and adapting standard programming procedures; obtains advice when precedents are unclear or unavailable.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Write reports and queries as necessary for county officials.
2. Correct errors by making appropriate changes and then rechecking the program to ensure that the desired results are produced.
3. Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.
4. Compile and write documentation of program development and subsequent revisions, inserting comments in the coded instructions so others can understand the program.
5. Write, update, and maintain computer programs or software packages to handle specific jobs, such as tracking inventory, storing or retrieving data, or controlling other equipment.
6. Develops data bases, programs and procedures necessary to integrate and/or implement the system. Tests system fully to determine its operational reliability.

7. Documents system for user department and ITS conforming to institutional standards.
8. Assists user and operating areas in implementing and supporting systems including system installation, training and troubleshooting.
9. Carries out fact finding and program analysis of problems; applies established procedures to bring resolution.
10. Gather business/application requirements.
11. All other reports required by the Director of Information Technology.
12. Other duties as needed.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have experience with MS Access, MS SQL, C#, ASP.NET, Java and Visual Studio. Experience with IIS, Team Foundations, SharePoint, Agile methodology and standard financial procedures for local government are a plus.

EDUCATION and/or EXPERIENCE:

The incumbent must have working knowledge of micro network based computer systems. The applicant must have experience developing program code and writing reports in a Microsoft networking environment. A college degree in computer science or related field and 3 to 5 years' experience developing software and a certification in a software language or project management.

OTHER SKILLS and ABILITIES:

This position requires a significant amount of problem solving skills and customer support. It will be necessary to assist technology users through training, explanation and troubleshooting. A sound understanding of basic automation techniques and people skills are required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently sit; talk; hear; and use hands and fingers to handle or feel objects Also, the employee must occasionally stand, walk, stoop, kneel, or crouch, and reach with hands and arms. Specific vision abilities required by this job include close vision and the need to view a computer screen for extended periods of time.

The employee must occasionally be required to lift up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. There will be frequent travel to and from remote county offices.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB

TITLE: Programmer

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	7	7	72
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	3	3	99
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	6	70
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	7	7	65
5	Mental Demand: Measure of degree of concentration and sensory alertness	6	6	90
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	8	8	110
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	1	1	10
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	9	9	72
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6	7	83
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	10	10	130
11	Contacts with the Public: Responsibility for effective handling with the public.	3	3	41
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	4	4	38
13	Machine Operations	8	9	118
14	Working Conditions	3	3	9
15	Physical Demands	1	1	3
POINT TOTAL		968		1010
		GRADE		17

Explanation of Grading

1. Warrants/Records Secretary

The comparison positions used for this job description were Deputy Clerk Records and Voter Registration – Grade 6 (County Clerk) and Deputy Clerk Deeds and Mortgages – Grade 6. This position has not been re-graded since 2008. While the job duties have not changed very significantly, the legal compliance issues have increased and the volume of documents has grown. In comparing the duties of the two positions listed above, I would recommend that the grade be increased from a grade 5 to a grade 6.

2. Staff Assistant – Property and Evidence

When originally graded as a Property and Evidence Clerk it scored as a high grade 5. With the increase in duties points were increased for responsibility for accuracy and accountabilities. The need to work independently increased the score for initiative and ingenuity. The grade of 6 is equal to all of the staff assistant in the County. I would recommend the position be increased from a grade 5 to a grade 6.



Benton County

Job Description

Job Title: Warrant/Records Secretary

Exempt (Y/N) : N

Department: Warrants/Records Division

Date Prepared: June, 2015

Supervisor: Administrative Lieutenant

Summary:

The Warrants and Records Division of the Sheriff's Office services 15 separate county courts. Warrants and records secretaries are responsible for the accurate and timely processing of felony, misdemeanor, juvenile, body attachment, and commitment warrants, orders of protection, no contact orders, quash orders, recalls, dismissals, vacates, record checks, FOIA requests, inmate medical records, originating agency case (OCA) files, extraditions, daily filing and daily mail and phone activity, from both citizens and law enforcement agencies from across the country. They are responsible for ensuring courts receive information pertaining to court cases, insuring pickup of essential paperwork in a timely manner, and sealing/expunging appropriate files. This position requires dedication to a high degree of accuracy and the ability to multi-task in a highly stressful environment. This position also requires a working knowledge of the court system and Arkansas Criminal procedure. All records and data handled are of high degree of confidentiality. Inaccurate information in either of the data bases could result in a wrongful arrest and the county facing litigation.

The individual in this position will be required to become ACIC (Arkansas Crime Information Computer) state certified and maintain a working knowledge of system upgrades and requirements.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

1. Processing warrants, logging/scanning in required places, making sure all governor's warrants and body attachments are properly executed, entering all Orders of Protection, Quash Orders, Juvenile Orders into the National (NCIC)m State (ACIC) and in-house systems. Ensuring all warrants are properly second party checked. This must be done with 100% accuracy and in a timely manner.
2. Entering modifying or deleting NCIC and ACIC information depending on circumstances.
3. Initializing and/or maintaining OCA files.
4. Answering phone calls and directing them to the appropriate department, emails, or in-person inquiries, and providing necessary assistance/information to inquiring authorities or citizens.

Essential Job Duties *(continued)*

5. Maintaining an accurate warrants list.
6. Processing court dockets in a timely manner.
7. Distributing paperwork and court forms to municipalities, courts, and county offices.
8. Performs criminal history records checks as necessary.
9. Coordinates extradition requests, approval, and sets up necessary travel arrangements.
10. Prepares monthly, quarterly, and year-end reports pertaining to warrants.
11. When necessary, provides replacement support for the executive secretary.
12. Performs NCIC monthly validations for audits.
13. Audits inmate records when released from detention to insure accuracy in both the OCA and computer records.
14. Performs clerical functions such as keyboarding, filing, time management and the ability to establish priorities.
15. Printing/emailing reports to the media.
16. Writing receipts when civil is not available.
17. Assisting citizens in the phone in the lobby to call dispatch or getting a hold of a deputy.
18. Close relationship with Prosecutors office regarding placing detainers and locating defenders.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities: None

Education and/or Experience:

Must hold a high school diploma or equivalent ~~with one (1) year of college or business school in criminal justice, or business with computer experience. Four years of experience in law enforcement and/or warrant processing/serving may be substituted for college-level coursework.~~

Other Skills and Abilities:

Must have working knowledge of office systems software and the Sheriff's Office and Jail computer systems. In addition an understanding of basic law standards is needed. Problem solving and decision-making skills as well as, the ability to multi-task and function in a high stress environment. The position requires excellent communication skills. All employees are required to obtain ACIC certification once hired.

Working Relationships:

Must be able to develop positive working relationships within the divisions of the Benton County Sheriff's department and outside agencies. The secretary must be able to represent the Sheriff's Office in a professional and respectful manner at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to hear, see, and use hands to perform daily duties. The employee must regularly stand, walk, sit, climb, stoop, kneel, crouch, and occasionally lift up to 50 lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

This position is assigned to a general office environment with moderate noise levels and interruptions.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Warrants/Records Secretary

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	3	3	33
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	0	0	0
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	3	32
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	3	4	29
5	Mental Demand: Measure of degree of concentration and sensory alertness	3	4	49
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	4	4	34
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	0	0	0
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	3	3	24
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	3	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	7	7	70
11	Contacts with the Public: Responsibility for effective handling with the public.	4	4	57
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	3	3	28
13	Machine Operations	4	4	38
14	Working Conditions	2	2	6
15	Physical Demands	2	2	8
POINT TOTAL GRADE		411		465
		5		6



Benton County

Job Description

Job Title: Staff Assistant - Property and Evidence

Exempt (Y/N) : N

Department: Sheriff

Date Prepared: June, 2015

Supervisor: Administrative Lieutenant

Summary:

Clear planning and organizational skills are needed in order to maintain an accurate inventory of county property and keep all employees properly equipped.

Essential Duties and Responsibilities: Other duties may be assigned as needed.

1. Maintain Sheriff's Office inventory. Order or reorder items as needed. Assign asset numbers to all items valued at \$1,000.00 or more.
 - a. Maintain asset inventory which is reportable to Benton County administration. This includes all vehicles, boats, radars and any other inventory item individually valued at \$1,000.00 or more.
2. Maintain inventory of all uniform and equipment items issued to personnel and vehicles.
 - a. Order / reorder items as needed
 - b. Maintain individual employee inventory records of items issued to each employee. Items include uniforms, equipment, radios, cell phones, laptops etc.
 - c. Maintain inventory of items assigned to patrol vehicles.
 - d. Check in all issued uniform and equipment items from resigned or terminated employees.
 - e. Arrange for modification of uniform items as needed.
3. Maintain inventory of communication / informational equipment such as radios, laptops, computers, cell phones and MIFI units.
 - a. Oversee account with cellular provider, issuing cell phone #'s to employees as needed.
 - b. Arrange repairs as needed on these items.
4. Administrative duties to include:
 - a. Order postage for postal meters.
 - b. Mail run to county administrative offices and courts at least three times per week.
 - c. Ordering office supplies and cleaning supplies as needed

- d. Order business cards
 - e. Maintain Pike Pass account
 - f. Create employee identification cards as needed
5. Generate Purchase Orders for all uniforms, equipment, supplies and vehicle maintenance. Forward all invoices for payment.

Qualification Requirements:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Skills and Abilities:

The incumbent must have bookkeeping and inventory control background. Must be able to analyze problems and determine best method for resolution. Should possess excellent communication and interpersonal skills as the incumbent must work with others to implement sometimes-quick solutions. Working knowledge of database programs. Proficient computer skills.

Supervisory Responsibilities:

None

Education and/or Experience:

High School diploma or GED

Working Relationships:

Must develop positive working relationships with fellow employees of the Benton County Sheriff's department. The incumbent must represent the Sheriff's Office in a professional and respectful manner at all times.

Physical Demands:

The physical demands described here representative those that may be required to successfully perform the essential functions of this job. Accommodations may be made to enable individuals with disabilities to perform the essential functions. Lifting up to 50 pounds, squatting, reaching, and climbing. Actions consistent with stocking shelves.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Staff Assistant - Property & Evidence

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	6	6	62
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	0	0	0
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	2	2	20
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	3	4	29
5	Mental Demand: Measure of degree of concentration and sensory alertness	4	4	49
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	4	4	34
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	0	0	0
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	7	7	56
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	2	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	5	6	51
11	Contacts with the Public: Responsibility for effective handling with the public.	3	3	41
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	3	4	38
13	Machine Operations	4	4	38
14	Working Conditions	3	3	9
15	Physical Demands	4	4	19
POINT TOTAL		439		490
		GRADE		6

Explanation of Grading

1. Office Manager – Administration

This position is replacing the previous Business Manager's position which hasn't been re-graded in over a decade! This position would bring it equal to the existing position of Office Manager – Legal (grade 12). Other comparison positions would be Executive Assistant (County Judge); Executive Assistant (Sheriff); Office Manager (Collector's Office), and Office Manager (County Clerk's Office)

2. Staff Assistant – Judicial Collections

This position was previously Judicial Collections Clerk, grade 5. The position has evolved over the last ten years and has become the position responsible for managing the office and assisting in the collection of fines. This position parallels the Staff Assistant in the Veteran Services Office, Staff Assistant in Emergency Management, and Staff Assistant in the Sheriff's Office. I am recommending the grade be increased to a grade 6.

3. Prosecuting Attorney Clerk

This is a new job description that combines and increases responsibilities for the positions of file clerk and receptionist. The position used as a benchmark was the Jail Clerk (grade 5), Secretary CID (grade 5) and Deputy Collector I. The position involves collecting money, interacting with the public under sometimes difficult situations, and responsibilities for maintaining, monitoring, and "tracking" all of the files within the PA's office. I am recommending a grade 5 for this position.

BENTON COUNTY

Job Description

JOB TITLE: Office Manager - Administration

Exempt (Y/N): Y

DEPARTMENT: Prosecuting Attorney

DATE PREPARED: September, 2015

SUPERVISOR: Prosecuting Attorney

SUMMARY:

The Office Manager - Administration oversees all business transactions, i.e. bank accounts; payment of bills; ordering of supplies; office equipment - purchase and inventory; travel arrangements for staff, and assists staff whenever/wherever needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Confidentiality of all matters.
2. Communications not only with office personnel, but with public officials, judges, attorneys, out-of-state officials, etc.
3. Maintaining seven bank accounts.
4. Payment of all bills and maintaining records for each.
5. Keeping Personnel records/files updated.
6. Assisting with purchase of office equipment, supplies and keeping records of all transactions and inventory.
7. Making travel arrangements for all staff, i.e. airline reservations, motel accommodations, and obtaining funds from Purchasing Department for expenses.
8. Assisting Staff in whatever way needed, i.e. assisting with mental commitments; assisting felony secretaries with extraditions, out-of-state subpoenas, etc., as related to the job; acting a receptionists, etc.

SUPERVISORY RESPONSIBILITIES:

Although all support staff (25) mainly work independently, they are in contact on a daily basis.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Graduate, 1-3 years office managerial; or 5 years legal secretarial experience.

OTHER SKILLS and ABILITIES:

Must have typing and computer skills, knowledge of keeping and maintaining bank records and accounts; ability to work closely with others, whether it be staff or outsiders, possibly being interrupt numerous times, as well as working on a number of tasks at one time.

WORKING RELATIONSHIPS:

Daily contact with Staff, public, officers, attorneys, judges, both locally and from other States, either seeking information or answering questions;

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the typical work environment is moderate.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Office Manager - Administration

FACTOR	BASIS FOR RATINGS	DEGREE	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	7	72
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	3	99
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	32
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	4-A 4	6 51
		4-B 5	
		4-C 3	
5	Mental Demand: Measure of degree of concentration and sensory alertness	5	57
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6	70
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	6	100
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	4	32
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	4-A	8 90
		4-B	
		4-C	
11	Contacts with the Public: Responsibility for effective handling with the public.	4	57
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	5	49
13	Machine Operations	2	14
14	Working Conditions	1	2
15	Physical Demands	2	8
		POINT TOTAL	790
		GRADE	12

Benton County

Job Description

Staff Assistant-Judicial Collections

EXEMPT (Y/N): No

DEPARTMENT: Prosecuting Attorney

DATE PREPARED: September, 2015

SUPERVISOR: Judicial Collections Administrator

SUMMARY:

The staff assistant to the Judicial Collections assists in the collection of delinquent fines, victim restitution and other payments among various offices according to established statutory and regulatory procedures. In addition, he/she compiles and maintains records and provides support for all office activities in a professional and positive manner by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Assists in all aspects of collecting delinquent fines, victim restitution and other court ordered costs from criminal defendants. This includes utilizing payment collection software to track amounts owed and pursue collection efforts through telephone, mail, and legal proceedings.
2. Prepares hundreds of warrants for persons in violation of court judgments for non-payment and follows-through to make sure the warrants are properly served by law enforcement.
3. Has daily contact with victims, agencies, and criminal defendants.
4. Quashes invalid warrants.
5. Copies data and compiles records and reports.
6. Tabulates and posts data in record books.
7. Prepares, issues, and sends out payment for treatment monies.
8. Operates computer terminal to input and retrieve data.
9. Operates office machines such as typewriter, adding, calculating, and duplicating machines.

10. Opens and routes incoming mail, answers correspondence, and prepares outgoing mail.
11. Greets and assists visitors.
12. Keeps books.
13. Purchases supplies.
14. Prepares and Keeps records of client attendance.
15. Prepares and keeps client files for treatment staff.
16. Assists in preparation of court and monthly reports.
17. Assists with treatment intake of new clients.
18. Be familiar with and assist with drug testing as needed
19. Be familiar with and able to assist with officer files, forms and statistics as needed

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School diploma or equivalent, excellent phone skills, and efficient in Microsoft WORD™ and OUTLOOK™. Associates degree in business or related field is preferred. Must be able to effectively communicate with a wide variety of people. Must be able to assess, evaluate and respond to problems. Knowledge of legal terminology and processes is helpful but not required.

WORKING RELATIONSHIPS:

Must be able to maintain helpful and professional relationships with the public, participants and families, attorneys, law enforcement officers, other office staff, etc whether by phone or in person.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk . Specific vision abilities required by this position include close and distance vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in a typical office environment is moderate.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Staff Assistant - Judicial Collections

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	3	3	33
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	0	0	0
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	3	4	29
5	Mental Demand: Measure of degree of concentration and sensory alertness	3	4	49
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	4	4	34
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	0	0	0
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	6	6	48
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	6	6	51
11	Contacts with the Public: Responsibility for effective handling with the public.	4	4	57
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	3	3	28
13	Machine Operations	4	4	38
14	Working Conditions	1	1	2
15	Physical Demands	3	3	13
POINT TOTAL		442		484
		GRADE		6



Benton County

Job Description

Job Title: Prosecuting Attorney Clerk

Exempt (Y/N) : N

Department: Prosecuting Attorney

Date Prepared: September, 2015

Supervisor: Office Manager - Administration

Summary:

The Clerk is responsible for screening all incoming calls and visitors to determine the best path to respond to issues presented. In addition, he/she will be accountability to the content and location of all files in the Prosecuting Attorney's Office.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

1. Stores material in paper form in the appropriate felony case file, or enters information into computerized data system as necessary.
2. Maintains computer database detailing file locations of open and closed case files.
3. Retrieves materials for qualified personnel upon request.
4. Searches for and investigates information contained in files, inserts additional data on file records, completes reports, and keeps files current.
5. Keeps track of felony case files and ensures they are returned to proper location.
6. Disposes of obsolete files in accordance with established policy.
7. Answer questions from the public concerning the duties and responsibilities of the office.
8. Maintains the highest level of confidentiality with all interactions.

9. Schedule appointments in regards to Intake Complaints.
10. Assist Law Enforcement Officers with effective interfacing with the Office.
11. Notarize documents for the Hot Check Coordinator and Law Enforcement Officers.
12. Receive collections for the Hot Check Coordinator

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies :

- Problem Solving - Identifies and resolves problems in a timely manner.
- Technical Skills - Strives to continuously build knowledge and skills.
- Customer Service - Responds to requests for service and assistance from deputy prosecutors, legal assistants, law enforcement officers, probation officers.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas.
- Oral Communication - Listens and gets clarification; Responds well to questions.
- Teamwork - Gives and welcomes feedback; Supports everyone's efforts to succeed.
- Diversity - Shows respect and sensitivity for cultural differences.

- Ethics - Treats people with respect; Keeps commitments; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- Judgment - Exhibits sound and accurate judgment.
- Planning/Organizing - Uses time efficiently.
- Professionalism - Accepts responsibility for own actions.
- Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Works quickly.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions ; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Asks for and offers help when needed.

Supervisory Responsibilities: None

Education and/or Experience:

High school diploma or general education degree (GED); previous experience in legal field is preferred; or equivalent combination of education and experience.

Working Relationships:**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit and climb or balance. The employee must be able to properly and safely use a step-stool or ladder. The employee is occasionally required to stand; walk; stoop, kneel, crouch, and talk or hear. The employee must be able to lift and/or move up to 25 pounds on several occasions throughout working day. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to high, precarious places.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Prosecuting Attorney Clerk

FACTOR	BASIS FOR RATINGS	DEGREE		POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	3		33
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	0		0
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3		32
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	4-A 3	3	21
		4-B 2		
		4-C 2		
5	Mental Demand: Measure of degree of concentration and sensory alertness	4		49
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	4		34
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	0		0
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	3		24
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5		57
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	4-A 3	6	51
		4-B 2		
		4-C 2		
11	Contacts with the Public: Responsibility for effective handling with the public.	5		80
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	2		17
13	Machine Operations	3		23
14	Working Conditions	1		2
15	Physical Demands	3		13
		POINT TOTAL		436
		GRADE		5

Explanation of Grading

The position used for comparison was the Deputy Director of Emergency Communications (grade 14). The Deputy Director of Emergency Communications has more direct reports but the years of experience required for the Assistant Director of Fire Services was higher. Working conditions was also different for the two positions. The scores were not the same as the comparison position but were still within the point range for a grade 14.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Assistant Director of Fire Services

FACTOR	BASIS FOR RATINGS	DEGREE		POINTS	
1	Experience - General: Minimum time to become familiar with requirements of the job	10		129	
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	2		66	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4		45	
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	4-A	4	6	50
		4-B	4		
		4-C	5		
5	Mental Demand: Measure of degree of concentration and sensory alertness	5		70	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6		70	
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	3		55	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	5		40	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	7		83	
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	4-A	4	9	110
		4-B	3		
		4-C	3		
11	Contacts with the Public: Responsibility for effective handling with the public.	4		57	
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	3		28	
13	Machine Operations	4		38	
14	Working Conditions	7		25	
15	Physical Demands	5		25	
		POINT TOTAL		891	
		GRADE		14	

Vehicle Policy Discussion

Current Language in the Ordinance:

- **Sec. 2-536. - Benton County Vehicle Policy.**

No county official or employee may use the county vehicle for his or her own personal use. This excludes vehicles assigned to elected officials as a benefit of their office. The use of a county vehicle by county employees to be driven to their home at the end of their work shift will be allowed by the elected official only. The use of this vehicle after hours will be if an employee could be called out for an emergency or county business. The use of vehicle after hours must log time used and nature of call out or business trip. County vehicles are for county business use only; no non-county employee may use or be a passenger in vehicle without permission from elected official.

The Benton County Vehicle Operation Policy is a separate document that all employees using any county vehicle, truck, tractor, or equipment must sign-off on prior to employment with the county.

Current Language in the Employee Policy Manual:

507 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing your job duties are expensive and may be difficult to replace. When you use Benton County property, you should be careful, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Under no circumstances will equipment or vehicles be loaned or leased by any County employee or elected official to anyone in the private sector. In addition, equipment or vehicles be loaned or leased to a public or non-profit organization without the prior consent of the County Judge.

Smoking will not be permitted in County-owned vehicles at any time.

Tell your supervisor and/or elected official if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. When you promptly report damages, defects, and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or other people.

See your supervisor and/or elected official if you have questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

Discussion of Elected Officials Raises:

Current elected officials salaries fall about 25% below the maximum salary range

2016 STATE RANGES		ELECTED OFFICIALS	2015 SALARIES	10% Increase	15% Increase
42,986	118,479	County Judge	\$89,815	\$98,796.59	\$103,287.34
42,986	118,479	County Sheriff	\$89,815	\$98,796.59	\$103,287.34
39,404	111,529	County Clerk	\$83,539	\$91,893.15	\$96,070.11
39,404	111,529	Circuit Clerk	\$83,539	\$91,893.15	\$96,070.11
39,404	111,529	Treasurer	\$83,539	\$91,893.15	\$96,070.11
39,404	111,529	Collector	\$83,539	\$91,893.15	\$96,070.11
39,404	111,529	Assessor	\$83,539	\$91,893.15	\$96,070.11
39,404	111,529	Coroner	\$83,539	\$91,893.15	\$96,070.11

Washington County pays the Elected Officials 85% of the allowable maximum. They're considering going to an elected term tenure approach with First Term at 75% of the maximum and an additional 5% of the maximum with each succeeding term to a maximum of the 100% of the maximum by the beginning of the 6th term.

Discussion of Employee Raises:

We have budgeted for a salary study this year.